



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	7 Dec 18	Interviewer:	DTN	RFA #18-86
Name of Person(s) Requesting Assistance:				
Contact Numbers (telephone, e-mail, etc.):				
Requested Assistance Pertaining To (name, position, policy, project, etc.):				
Contact Numbers (telephone, e-mail, etc.):				

To the best of your knowledge, please fill out the following:

Interviewee Status:       Male     Female     Other :  
 He/Him/His     She/Her/Hers     They/Them/Theirs     Other :  
 Administrator     Faculty     Staff     Student

Concern Regarding:       Male     Female     Other:  
 He/Him/His     She/Her/Hers     They/Them/Theirs     Other :  
 Administrator     Faculty     Staff     Student  
 Other:

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input checked="" type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
		<input type="checkbox"/> Gender Identity or Expression		

Time Line			
Date	Item	Comments	
7 Dec 18		called DTN to mandatory report an incident involving [REDACTED] and a citizen named [REDACTED]. [REDACTED] disclosed to [REDACTED] that [REDACTED] touched her buttocks with his hand while at a public meeting to discuss the [REDACTED]. She reported that she walked by him in the gallery of the large conference room on 3d floor OM and was putting on her backpack when she felt his hand on her buttocks. DTN followed up with email outreach to [REDACTED] with resources attached.	
12 Dec 18		Initial meeting with [REDACTED] to discuss her report. She relayed the same as [REDACTED] provided. Discussed options with respect to limiting [REDACTED] involvement and interaction on campus.	

14 Dec 18		Follow up meeting with [REDACTED] to discuss [REDACTED] employment status with WWU. Will reconvene at beginning of winter quarter.
27 Dec 18		Spoke with [REDACTED] re [REDACTED] contract. [REDACTED] is for winter qtr, with 1 course. Not sure when his [REDACTED] of teaching time are scheduled. Could be anywhere between [REDACTED]. [REDACTED] was sent [REDACTED] and signed by him on [REDACTED].
10 Jan 19		Met with [REDACTED] with CM. Discussed [REDACTED] contract and teaching schedule. Discussed informal/formal/jurisdiction issues with [REDACTED]. will consider her next steps and set up the next appointment.
1 Feb 19		DN met with [REDACTED] to discuss jurisdiction and [REDACTED]'s current options [REDACTED] considering those options.
8 Feb 19		[REDACTED] emailed DN expressing desire to move ahead with an informal resolution.
22 Feb 19		[several snow days the week prior closed WWU] DN scheduled meeting with [REDACTED] for 26 Feb 19.
26 Feb 19		DN met with [REDACTED] to discuss [REDACTED] concerns. He had no memory of the situation. He acknowledged and agreed with University policy regarding non-consensual touching and sexual harassment and sexual assault. DN provided information re: informal resolution, prohibition on retaliation, and relevant policies.
27 Feb 19		DN left voicemail on [REDACTED] phone to discuss the meeting with [REDACTED].
28 Feb 19		DN met with [REDACTED] to discuss [REDACTED] response. [REDACTED] understood and expressed satisfaction and closure. This RFA is closed.